

18 August 1952

Dear General Eisenhower:

In accordance with the President's instructions that I provide you with information on the world situation similar to that which he receives each Friday morning, I suggest that the substance of these briefings in condensed form be bound in a folder, together with a very short summaries of current intelligence estimates, and delivered to you each week or ten days by an officer of this Agency. The reading time should not exceed fifteen minutes.

After you have read and any questions which occur to you have been answered, the officer can return the folder to me, since its contents are of a classified nature which must by law remain in the custody of an officer who is properly cleared for security. While you personally are so cleared, you should not be burdened with the responsibility of securing documents of this nature.

If the above is satisfactory, will you be good enough to have one of your personal assistants make up a tentative schedule of dates and places of delivery that will be convenient to you?

Faithfully,

/s/ Walter B. Smith

General Dwight D. Eisenhower  
Post Office Box 985  
Denver, Colorado

WBS/c  
2ccOSigned(reading  
(official  
1cc-DD/I

C O P Y

THE WHITE HOUSE  
WASHINGTON

December 31, 1952

TO      The Secretary of State  
         The Secretary of the Treasury  
         The Secretary of Defense  
         The Attorney General  
         The Postmaster General  
         The Secretary of the Interior  
         The Secretary of Agriculture  
         The Secretary of Commerce  
         The Secretary of Labor  
         Chairman, Atomic Energy Commission  
         ✓ Director of Central Intelligence  
         Chairman, Civil Service Commission  
         Director, Federal Mediation and Conciliation Service  
         Administrator, Federal Security Agency  
         Administrator, General Services Administration  
         Administrator, Housing and Home Finance Agency  
         Director, Mutual Security Agency  
         Administrator, Reconstruction Finance Corporation  
         Administrator, Small Defense Plants Administration  
         Director, Bureau of the Budget  
         Director of Defense Mobilization  
         Administrator, Economic Stabilization Agency  
         Executive Secretary, National Security Council  
         Chairman, National Security Resources Board

As you know, I have been trying to facilitate an orderly transition to the incoming Administration, and to that end I have asked that everyone in the Executive branch be helpful in every way possible to General Eisenhower's representatives.

I would appreciate it if you could let me have, not later than January 10, 1953, a brief report with respect to what has happened on this subject in your department or agency, covering such matters as materials you have prepared to aid the new administration; requests for assistance you have received from General Eisenhower's representatives; and conferences and other consultations held to smooth the transition.

*Harry Truman*